

# City of Alameda

## Fire Safety Inspection Checklist



### ELECTRICAL:

- Extension cords are not being used as permanent wiring.
- Extension cords do not run through openings or attached in series.
- Wiring is in good condition and protected from damage.

### EXITS:

- Doors with panic hardware do not contain other locks or latches.
- Exits, aisles, corridors, and exit ways are free from obstruction and storage.
- All exit doors are unlocked during business hours.
- All exit signs are illuminated at all times.

### FIRE ALARM SYSTEMS:

- Fire alarm systems are in operable condition and are tested monthly.
- Every dwelling unit where there are sleeping quarters have a smoke detector.

### FIRE DOOR & RESISTIVE CONSTRUCTION:

- Fire doors are free of obstruction and alterations.
- Attic access and scuttle openings are closed.
- Fire resistive construction and occupancy separation is maintained.

### FIRE EXTINGUISHERS:

- The minimum rating is provided.
- Extinguishers are mounted where readily available, with top not higher than 5 feet.
- Signs are posted indicating location where extinguishers are not readily visible.
- Each extinguisher is serviced and tagged by a State licensee annually.

### HEAT PRODUCING APPLIANCES:

- Heat area or room is free from combustibles and storage.
- Clearance is provided between heat producing appliances and combustible material.

### FIRE PROTECTION INSTALLATION:

- Access to, and operation of standpipes, fire hose, & sprinkler valves are maintained.
- Sprinkler system is inspected and tested monthly and records are maintained.
- Sprinkler valves are identified and secured in open positions.
- Spare sprinklers (six minimum) and sprinkler wrench is provided.
- Hood and duct extinguishing system over cooking equipment is inspected and serviced every six months.

- Sprinkler systems and standpipes have been serviced and certified every five years.
- Sprinkler system is free of decorations or other attachments.
- Damaged, corroded or painted sprinkler heads are replaced.

### FLAMMABLE LIQUIDS:

- Class I (gasoline, etc.) is reduced to less than 5 gal. inside without a permit.
- Class II, III/solvents are reduced to 25 gallons total inside & 60 gallons outside without a permit.
- Flammable liquids are not being used for maintenance in assembly bldgs, offices, apts and motels.
- Class I (gasoline, etc.) for cleaning is not being used.
- Flammable liquids are stored away from corridors, main aisles, stairways, and exit areas.

### HOUSEKEEPING (INTERIOR):

- Combustible rubbish, waste material, and oily rags are not being stored in closed metal containers.
- Grease filters, and hood duct systems over cooking appliances are clean.

### RUBBISH (OUTSIDE ACCUMULATION):

- All weeds, grass, vines or other growth, when it endangers property is maintained.

### SMOKING AND OPEN FLAMES:

- "NO SMOKING" signs are posted and enforced.

### HAZARDOUS MATERIAL:

- Storage and use is regulated.

### STORAGE:

- No storage is underneath stairway.
- Storage is arranged in an orderly manner and exiting and Fire Department access is provided.
- Storage height is reduced to at least two feet below ceiling and 18" below sprinklers.
- Compressed gas cylinders is secured and identified with name of product.
- Outside storage of combustible material is not located within 10 feet of the property line.

### PERMITS:

- If required, permits are obtained.
- Permit conditions are complied.

### PREMISES IDENTIFICATION:

- Numbers are placed on premises, plainly visible and legible from the street in contrasting colors.

### URBAN RUNOFF:

- No material is entering the Storm Drain System.

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**\*The above checklist may not be applicable to all occupancies.**

**\*This list helps to provide business and home owners direction as to what our inspectors look for when conducting their annual inspections.**